

CONTROL NO.

DDS/OP/BSD-

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

SUGGESTION AND INVENTION AWARDS PERFORMANCE

TYPE OF REPORT	STATISTICAL
X	NARRATIVE
MACHINE-NAME LISTING	

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	x	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		Agency-wide
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	20	6. DISTRIBUTION (No. of components not number of copies)	STAT 7

7. FORMAT (memorandum, form computer print-out, etc.)	8. ADP PROCESSING	
	YES	IF YES GIVE ADP PROCESSING NO.

Memorandum

X

NO

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

SAC Staff

NA

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13/10	\$10.48		1		\$10.48		1		\$10.48
GS-08/2	\$ 4.45		5		\$22.25		1		\$22.25

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR					\$32.73

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This annual memorandum is furnished each Deputy Director under signature of Chairman, Suggestion Awards Committee to summarize the outstanding highlights of the directorate's or services' fiscal year performance. In addition, proposed letters of commendation are attached for each Deputy Director's signature addressed to those activities that attained an outstanding performance. This was started in 1958.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
X RETAIN AS IS		STAT
CHANGE		
DISCONTINUE		

15. DATE OF INVENTORY

8 October 1970

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